

Special Programs

Special Employment

**Internship Program**

**PURPOSE:**

- .01 The purpose of the Internship Program is to provide students the opportunity to obtain work experience in their disciplines while continuing with their academic studies. This program mutually benefits the Laboratory, the school, and the student by providing direct contact between the Laboratory and the school and by assigning the student to active research and development projects.

**CANDIDATE SELECTION:**

- .02 Candidate selections are based on the Laboratory policies on equal employment opportunity and affirmative action.

**PROGRAM  
ADMINISTRATION:**

- .03 The Special Employment Programs/Services Group (HRD-2) is responsible for the general administration of the program. This involves establishing an agreement with a specific school at the request of a Laboratory organization, assisting with student selection, making offers, initiating clearances when necessary, coordinating visits of school personnel, making student arrival and departure arrangements, and assisting the student with housing accommodations.

**STUDENT ELIGIBILITY:**

- .04 General eligibility standards are that the student has completed the freshman year of college and is in good academic standing. Additional eligibility requirements may be established by the participating school.

**COSTS:**

- .05a When a fee is associated with the Internship Program at a specific school, the cost is charged to the requesting Laboratory organization.

**APPOINTMENTS:**

- .05b Internship participants receive full-time, short- or limited-term appointments ranging in length from

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under 3 months to more than 1 year. Interns selected for summer work periods are limited to under 3 months.

### WORK PHASES:

#### Undergraduate

- .06 Because a course of study may lead to a bachelor's, master's, or both degrees simultaneously, the number of work phases is flexible. Generally there are 2 summer work phases for the undergraduate portion of the academic study program—1 following the sophomore year and 1 following the junior year. If the course of study ends with a bachelor's degree, the Internship Program ends with the second work phase.

#### Graduate

- .07 If the academic program includes graduate-level study, the student, after being accepted by a graduate school, is eligible for a third summer work phase and an additional work phase of more than 6 months. This longer work phase is scheduled by agreement among the Laboratory, the student, and the school. Internship appointments for casual employment during the academic year may also be accommodated. Requests for additional work phases or a different schedule of work phases than those cited here are considered on a case-by-case basis.

#### Continued Work Phase

- .08 Once an Intern is accepted, the sponsoring Laboratory organization hosts all subsequent work phases for the Intern, provided the Intern's performance is satisfactory.

#### Discontinued Internship

- .09 A student's change in academic field of study or failure to receive a security clearance may result in termination of the Internship appointment.

### END OF WORK PHASE:

- .10 Two weeks before the end of each full-time work phase, the student or sponsoring Laboratory group should contact the New Hire and Termination Office in the Employment Group (PS-1) for clearing procedures, regardless of the student's planned continued status or termination. The

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student must be transferred to casual status or terminated if necessary. See [.06](#), [.07](#), and [.09](#).

### Casual Status

- .11 The Intern may, while in the study phase of the program, return to the Laboratory during academic vacation periods.

### SPONSOR RESPONSIBILITY:

- .12 Each organization hosting an Intern must appoint a supervisor for that Intern. The supervisor monitors the successful completion of work assigned, suggests appropriate projects, evaluates the work performed through a written performance appraisal at the end of each work phase, and acts as a mentor to the Intern. For graduate-level Interns, the supervisor may also be required to suggest and guide work related to the thesis. Other guidance and supervision may be necessary depending on the requirements of the individual program.

### SECURITY CLEARANCE:

- .13 When a security clearance is required, HRD-2 contacts the Personnel Security Group (OS-12). The hiring organization should submit a request for a clearance as soon as possible after the selection because of the length of time required for clearance processing.

### SALARY:

- .14 Each year, HRD-2 reviews the Internship Program salary schedule and adjusts the rates according to current market data and the salary schedules for other Laboratory employment categories. Salary schedules are revised each April, and salaries of participating students are revised on the payroll period closest to the revision's effective date. Computer-generated Personnel Action forms (PAs) are sent to sponsoring groups for all Internship Program employees to adjust the salary to the new schedule rates.
- .15 All salary costs for the Intern are charged to the sponsoring group.

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### BENEFITS:

#### Appointments Under 3 Months

- .16a Interns appointed for less than 3 months do not accrue leave and are not eligible for benefits; however, they are paid for official holidays that fall within their employment period.

#### Appointments of 3 Months to Less Than 1 Year

- .16b Interns appointed for at least 3 months, but for less than 1 year, are eligible for holiday pay and limited benefits. See [AM 501](#), *Benefits Programs*, and [AM 1100.II](#), *Laboratory Special Employee Benefits*. These students do not accrue vacation or sick leave but may be granted up to 9 days of sick leave on completion of 6 months' full-time employment. Sick leave may be granted at the end of a 6-month work phase through a memorandum of approval signed by the appropriate Group Leader and sent to the Payroll (FIN-2) Group Leader. In this memorandum, the Group Leader must specify the dates the employee was sick and approve the number of sick days to be granted. Employees cannot be granted unused hours from one 6-month period to another.

#### Appointments of 1 Year or Longer

- .16c Interns appointed for 1 year or longer accrue vacation and sick leave, are paid for holidays that fall within their appointment period, and are eligible for all benefits programs. These employees are required to join the University of California Retirement Plan (UCRP).

#### Travel Reimbursement

- .17 The sponsoring Laboratory organization pays round-trip travel expenses for the GEM Fellow from the point of hire and return. The sponsoring Laboratory organization may reimburse the shipping of up to 100 pounds of personal effects with the approval of the appropriate Division Leader.
- .18 All travel expenses for the Intern are charged to the sponsoring group.

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**Internship Program****HOUSING  
ACCOMODATION:**

- .19 The Laboratory Housing Office assigns Laboratory-leased housing to Interns on a space-available basis. If space is not available, the Housing Office assists Interns in locating other low-cost housing.

**CONTINUED  
EMPLOYMENT:**

- .20 The Laboratory has no commitment for continued employment of Interns after completion of the Internship Program. Interns may apply and be considered for any advertised position. See [AM 104](#), *Advertising Policy and Procedures*. If selected for a regular Laboratory position, the Intern's work experience and education as they relate to the position are evaluated, and the salary is adjusted based on this evaluation.